



DUTY STATEMENT

Classification: Information Technology Associate		Position Number: 835-182-1401-005
Division/Office/Section: AFITS / IT Services / Web Services & Technical Training		
Location: Sacramento	Effective Date	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name: Hope Bouné		
Collective Bargaining Identifier (CBID): R01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the general supervision of the IT Supervisor II who manages the Web Services & Technical Training Section, the incumbent performs analytical and technical duties related to maintenance of CalRecycle-managed Internet and intranet sites and other web-related services. This involves working in close consultation with many program groups and the Office of Public Affairs to analyze and process their requests to add or modify web content. The incumbent must use their expertise and judgment to ensure the content is incorporated consistently with existing content, as well as implementing federal, state, departmental, and industry standards relating to web site usability, security, and accessibility. Implementing content requests includes using web applicable language skills such as HTML, CSS, JavaScript, and other tools for enhancing website functionality.

Duties of this position fall primarily under the Business Technology Management, Software Engineering, and Client Services domains.

ESSENTIAL FUNCTIONS

- 40% Develop and maintain CalRecycle-managed web pages/sites, following established standards, templates, and best practices.** Under general supervision, create and edit web pages using the department's content management systems (WordPress and SharePoint); correctly apply and use cascading style sheets (CSS) and HTML using industry best practices and departmental standards for usability, responsive design, and accessibility; perform related duties such as graphics optimization and development, development of web-based forms, and conversion of Microsoft Office documents to PDF, HTML, or other web-friendly formats; and communicate with requestors and supervisor/lead staff regarding the status of requests/projects.
- 20% Review and provide guidance and assistance to program staff on web content and related services.** Evaluate service requests and work with program staff to analyze their program's specific needs for presenting information on the CalRecycle Internet, Compass intranet, and other CalRecycle web services; advise program staff on usability and accessibility issues related to presenting information on the web, as well as State and CalRecycle standards for look and feel; analyze and develop plans for information architecture and navigation for new pages and sites; review content development work of program staff for compliance with established technical, style, usability, and accessibility standards; and correct basic grammar, spelling, and punctuation of web page content if encountered, in accordance with the CalRecycle style standards. Review and analyze program staff needs and assist them with appropriate web-related technologies and services such as using search engines; developing and deploying web surveys; developing new listservs and sending messages; developing team sites on Compass using SharePoint, interpreting web statistics and search engine query statistics; and troubleshooting authentication problems for web-based applications.

- 15% Training.** Under general supervision, provide specialized training as needed on office productivity software and other technical topics relevant to users. This may include one-on-one training, classroom training, or video-based training.
- 15% Software Testing.** Participate in user testing for CalRecycle-developed software applications, looking for bugs as well as layout/design, standards and usability issues. Test applications for accessibility-related errors and report test results to team lead. Attend team meetings with software development, project management and web sections to discuss testing activities, plans and problems. Participate in regression testing as code fixes are made to ongoing projects.

MARGINAL FUNCTIONS

- 5% Other Duties.** Other duties as required including but not limited to: Provide basic technical assistance to program staff on web-related issues, CalRecycle-managed software applications, office productivity software, and hardware. Occasionally provide or participate in providing brief presentations on technical topics to IT staff. Develop documentation, prepare reports, studies, and issue papers.
- 5% Continuing Education.** Assure that knowledge, skills, and technical competencies are kept up to date through training, research, and self-study.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
Employee Signature:		
I certify that the above accurately represent the duties of the position:		Date:
Supervisor Signature:		
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:		
C&P Analyst:	Date Approved:	

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code. Disclosure category 8
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.*
- ☐ Operates heavy motorized vehicles.*
- ☐ Requires repetitive movement of heavy objects.*
- ☐ Performs other duties requiring high physical demand.* (Explain below)

*May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION:

- ☒ **VISION** – You must have sufficient vision to perform the following duties: Work on a computer screen, review printed items, view material on large screens at meetings.
 - ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: Communicate with customers, peers, and management.
 - ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: Communicate with customers, peers, and management.
 - ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
 - ☐ **RESPIRATORY SYSTEM** – Your respiratory system must be in sufficient condition to perform these duties:
 - ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
 - ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: Use a keyboard and mouse and/or write notes with pen and paper, etc.
 - ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
 - ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, sit and/or stand at desk while working.
 - ☐ **LIFTING** – You must be able to lift up to 30 pounds to perform the following duties:
 - ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: Focus on detailed coding tasks; problem solving and troubleshooting; technical writing; listening to customers, peers, and management; online learning, etc.
 - ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
 - ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**
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EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date